

**Solicitation Number: (06-0004-01)**  
**Administrative Support Services for the Office of Naval Research**  
**for the Director of Transition (ONR 03T)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0004 - Administrative are due by 2:00 PM (local), 23 August 2006.

## **1.0 Background**

The Office of Transition (ONR 03T) is responsible for transitioning science and technology to acquisition Programs of Record through programs such as the Future Naval Capabilities Program, the Rapid Technology Transition Program, the Manufacturing Technology Program, and others.

## **2.0 Statement of Work**

### **2.1 Objective**

The objective of this effort is to provide support services to the Office of Transition. The contractor shall assist ONR 03T with office administrative support services; time and attendance logging and tracking; coordination for all DTS matters; financial assistance in the preparation of CRs, prompt pay actions, weekly status reports for the Director; development of ONR 03T tracking system for finance/contracts; assistance in the preparation of routine correspondence and reports.

The work shall be performed in accordance with established internal operating procedures and Navy or DoD policy and procedures. Difficulties which may be encountered during the performance of this effort include multiple priorities, short deadlines, and occasional lack of precedence or template.

### **2.2 Scope**

The scope of this effort is to provide general Administrative and Analytical support to all members of the Office of Transition; to include the Department Head, Division Directors, Managers, and Technical Support Personnel. All tasking and reporting will be assigned and/or managed by the Director/Deputy Director of Transition. This effort is an on-going requirement and is currently being performed by Harlan Lee & Associates under contract N00014-04-M-0417.

### **2.3 Technical Tasks/Requirements**

The contractor shall provide support services to ONR 03T on the following:

- Assist Program Managers in the monitoring of financial status of projects.
- Develop 03T program management tools to include tailored spreadsheets and graphs.
- Collect and maintain relevant financial and policy directives that support projects managed by 03T.
- Work with ONR 03T Program Managers to expedite financial execution and ensuring the financial execution benchmarks are met.
- Prepare internal instructions, guidelines, funding CRs and reports in support of Code 03T programs.
- Provide financial assistance to the programs managed by 03T staff. A thorough knowledge of the ONR NAVRIS system for awards and proposals is preferred. Assistance will be in the form of preparation of CRs for approval by a government program manager.
- Provide reporting assistance to program managers by running data reports for the respective programs.
- Provide weekly expenditure/obligation reports to the Director of Transition on status of all 03T programs.
- Assist travelers in developing travel plans and itineraries.
- Assist with the processing of travel orders for ONR 03T civilian personnel and others traveling under ONR auspices; prioritize orders to allow adequate lead time for issuance of tickets, advances, clearance requests, etc. Monitor the processing of travel documentation to ensure timely completion prior to travel departure.
- Operate office equipment including computers, typewriters, faxes, printers, and copiers.
- Edit and type various documents.
- Enter data into computer databases and spreadsheets using various databases such as MS Access and Excel.
- Maintain records, logs, and files.
- Assist in the preparation for and execution of meetings and conferences.
- Prepare records for archiving.
- Collect incoming mail and distribute to staff members.
- Maintain ONR 03T Document Control Tracking System and files.
- Review and enter ONR 03T employee time and attendance data into official timekeeping system.
- Process Federal Express (FEDEX) packages for shipping.
- Process invoices and Prompt Payment Certifications for approval.

### **2.4 Reports Data and Other Deliverables**

The contractor personnel will provide feedback to the Contracting Officer Representative (COR) and ONR 03T management regarding completed assignments. The COR will meet regularly with the Program Manager regarding individual performance.

**2.4.1 Monthly Progress and Management Report(s).** The Contractor shall provide quarterly progress reports. The report is due by the 28<sup>th</sup> of every third month and shall include the hours and cost charged against the contract per individual on the contract. Contractor format is acceptable.

**2.4.2 Annual Report.** The contractor shall prepare an annual summary report that shall include, total hours and cost by individual task and major accomplishments by task. The report is due within 30 days after the annual anniversary date of the contract or option award. Contractor format is acceptable.

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the task:

**3.1.1 All personnel.** All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

**3.1.2 Key Personnel.** Personnel submitted for consideration in the labor category listed below is considered Key Personnel.

**3.1.2.1 Program Analyst:** It is desired that this position have three (3) years of administrative experience in business or with a Federal agency. The candidate must have knowledge of office procedures and current office computer software. The Program Analyst should be able to communicate orally and in writing. Candidate must have a SECRET clearance.

#### **3.2 Level of Effort**

**3.2.1** The level of effort for this effort has been estimated for the proposed contract. A twelve month base period, and four, twelve month options have been defined. The total Period of Performance, with Options, is 60 months.

**3.2.2** Base Period: The base period of performance will be from the time of award through 12 months. The level of effort anticipated for this period is approximately 1 man-year at an average rate of approximately 1,920 hours per year. A summary

of the labor categories and the total anticipated annual hours for the base period is provided below.

Labor Category	Hours for the Base Year
Program Analyst	1,920

NOTE: 1,920 hours is equivalent to one (1) man-year

3.2.3 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.5 Option Years: The Option periods of performance will be from date of Option exercise through 12-months thereafter. The level of effort anticipated for each option period is the same as the base period. A summary of the labor categories/hours and the total estimated annual hours for the Option years is provided below:

Option I, Option II, Option III, and Option IV	
Labor Category	Hours per Option Year
Program Analyst	1,920
Total Estimated Hours for Each Option	1,920

#### **4.0 Order Details**

**4.1 Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance:** Base period of 12 months from time of award with 4 one-year options.

#### **4.3 Other Direct Costs (ODCs)**

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A \$5,000.00 per year. At this time, the specific items cannot be identified; however, the ODC total cannot exceed the NTE amount stated in this section.

Travel may or may not be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.4 Place of Performance:** The table below identifies the anticipated place of performance of the tasks, listed by labor category.

Labor Category	On-site ONR	Contractor's Facility
Program Analyst	X	

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be

made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

**4.6 Subcontracts/Consultants:** No subcontractors are required for this work.

**4.7 Security Requirements:**

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

#### **4.8 Organizational Conflict of Interest**

##### **4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

##### **4.8.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Director of Transition (ONR 03T) research programs.

## **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct



Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement:** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later than 2:00 p.m. (Local Time) on [23 August 2006](#). All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### **Technical Factors**

- (1) Proposed personnel
- (2) Management Plan and Technical Approach

- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about [25 September 2006](#).

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact:** The Point of Contact for this solicitation is:

Darrien Demps, Code 0253  
One Liberty Center  
875 North Randolph Street, Suite 1425  
Arlington, VA 22203-1995  
Phone: 703-696-2583  
E-mail: [dempsd@onr.navy.mil](mailto:dempsd@onr.navy.mil)

## **Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

### **BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files